



CITY OF ATLANTA

Job Announcement

FLEET MAINTENANCE PARTS SPECIALIST (D)*

STARTING SALARY: \$27,240

Salary Grade: 10

Applications Accepted From: Aug 15, 2005 until Aug 26, 2005

Minimum Job Requirements:

Persons applying must have a high school diploma or GED certificate and six months of automotive parts and supply or related experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position.

Licenses and Certificates:

A valid Georgia driver's license is required at the time of application. A valid Georgia Commercial Driver's License must be obtained within six months of appointment.

Duties of the Job:

This employee is responsible for stock, inventory, distribution and receiving in an automotive equipment and supply facility; maintaining the files for work orders in progress to charge account with parts issued; entering information to work order using the computer terminal and returning documentation to shop office; preparing periodic inventory reports by physically counting parts and supplies; maintaining daily activity and delivery logs and journals to locate parts, and as back-up for billing purposes; verifying invoices, purchase orders, requisitions, packing slips and processing orders necessary to distribute parts to technicians or shop; answering the telephone to receive and place orders and to assist with information or requests from other City employees, vendors, suppliers and technicians; performing other related duties as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position.

Letters will not be mailed to individual job applicants.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

**Verification of these requirements will be required prior to appointment.

*There is a salary differential for shift work.